

Governor's Office of Crime Control & Prevention

Directive: 01-2010

Subject: Policy for Responding to Discrimination Complaints from
Employees of GOCCP's Subrecipients under the U.S. Department
of Justice Grant Programs

Effective date: February 12, 2010

Director's signature: _____



I. Purpose

The purpose of this policy is to establish procedures for State Administering Agency (SAA) employees (GOCCP) to follow when they receive a complaint alleging employment discrimination from an employee of a GOCCP sub-recipient implementing funding from the U.S. Department of Justice (DOJ).

II. Policy

All employees and applicants of GOCCP's sub-recipients shall be treated equally regardless of race, color, national origin, sex, religion, and disability. Sub-recipients are required to comply with all applicable federal laws regarding employment discrimination as a condition of implementing funding from DOJ.

III. Complaint Procedures

1. Employment discrimination complaints for GOCCP sub-recipients may be filed using the GOCCP website: See the heading Civil Rights Compliance Obligations. A form developed by the Maryland Department of Budget and Management's EEO office is provided for filing complaints.
2. Employment discrimination complaints will be referred to either of the following state or federal agencies:

Maryland Commission on Human Relations

St. Paul Street, 9th Floor
Baltimore, Maryland 21201
Phone: 410-767-8600

United States Equal Employment Opportunity Commission

10 South Howard Street, 3rd Floor

Baltimore, Maryland 21201

Phone: 410-962-3932

3. Upon receipt of a complaint, the GOCCP Civil Rights Complaint Coordinator will notify in writing the Department of Justice Office for Civil Rights (OCR) that a complaint has been filed.
4. A general condition requires that sub-recipients have procedures in place for responding to discrimination complaints that employees or applicants file directly with the sub-recipient also stating that the sub-recipients are required to forward the complaint to the Equal Employment Opportunity Commission or the Maryland Commission on Human Relations. GOCCP must also be notified of the referral. Program monitors will include addressing this in their compliance checklist for site visits.

IV. Training

1. GOCCP staff will be trained on complaint procedures, including their responsibility to refer discrimination complaints from employees or applicants of sub-recipients to the GOCCP Complaint Coordinator.
2. Policy and procedures will be posted on the GOCCP website and copies distributed to all employees.

